



Job Title Campus Police Officer
Department LEVELLAND - Campus Police
Full Time/Part Time Full Time
Benefits Yes

Job Description

SUMMARY

Protects life and property of South Plains College.

Maintains the peace providing security presence and patrol of campus to deter and report criminal activity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Experience in dealing with people in different situations.

Must act and perform without direct supervision and to make independent decisions as to the appropriate action taken in certain situations such as infractions of college rules and regulations.

Familiarizes self with campus and with persons living and working, and attending school in the area.

Notes suspicious persons and establishments and reports to appropriate authority.

Reports hazards.

Patrol crowds at public gatherings.

Renders first aid at accidents, and investigates causes and results of accident.

Directs and reroutes traffic around fire or other disruption.

Issues citations for SPC parking violations.

Issues citations for violation of traffic and penal code laws

Writes and files daily activity report with Chief of Police.

Drives security utility vehicle, conducts foot and bicycle patrol.

Drives police patrol vehicle

Conducts traffic stops

Conducts arrest for violation of local, state and federal law

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Upon being hired, applicant is required to reside within 5 minutes from South Plains College, Levelland Campus .

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); and certified with the Texas Commission on Law Enforcement or a two-year college degree in Law Enforcement with required courses set by the Texas Commission on Law Enforcement and receive a passing score from the commission on completion of exam. Minimum age requirement is 21 years of age.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students, faculty, staff or the public.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Must possess basic arithmetic skills. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Texas Driver's License is required.

Texas Peace Officer's License required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, sit, climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth

perception, and ability to adjust focus. The employee is occasionally required to lift property and persons and must be able to twist, bend, conduct searches, enter and exit a vehicle, and make forcible arrests.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to high, precarious places. The noise level in the work environment is occasionally loud.

Qualifications

High School Diploma or GED required.

Must be able to pass a criminal background check and must not have any convictions for Class B Misdemeanors, or equivalence, and Class A Misdemeanors, or equivalence, within the past 10 years.

Must not have any convictions for any felonies or equivalence

Must possess, or be able to obtain after selection of hire, a Texas Commission of Law Enforcement Peace Officer License. (Valid License preferred but acquisition not required until after hire.)

Desired Start Date **01/03/2022**

Position End Date **02/11/2022**

Special Instructions Summary

Applicants must fill out a Personal History Statement provided via email upon receipt of application.

Quick Link for Internal Postings <https://southplainscollege.peopleadmin.com/postings/2557>